

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-IM-PL P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT PAMPHLET
NO. 1-1-3

31 August 1997

Administration
TECHNICAL LIBRARY USER'S HANDBOOK

1. Purpose. To provide users of the Technical Library with a guide to the scope, locations, and use of the library's materials and to describe the resources and services available.
2. Applicability. This handbook applies to all users of the Technical Library.
3. References. DR 1-1-4, 31 July 1997, Technical Library.
4. General.
 - a. Mailing address: U.S. Army Engineer District,
Savannah
ATTN: CESAS-IM-PL
P.O. BOX 889
Savannah, GA 31402-0889
 - b. Telephone.
 - (1) Internal: 5462, 5463
 - (2) Commercial: 912/652-5462, 5463
 - (3) Autovon: 971-6330, extension 5462, 5463
 - c. Hours. 0800 to 1615, Monday through Friday, except legal holidays.

5. Services.

a. General.

(1) The Technical Library is maintained to further the accomplishment of the District's missions by meeting the scientific and informational needs of its personnel. The library's resources, emphasize the information areas of Engineering, Earth Science, Environmental Studies, Biology, Management, Outdoor Recreation, Public Administration, Transportation, Water Resources, and Automation.

(2) Services offered to library users include reference, data base searches, current awareness, information materials acquisition, circulation of materials, and orientation. These services are supported by the local book collection and nationwide access to other libraries and research centers.

b. District Employees. Information services are available to both District Office and Field Personnel.

c. Others.

(1) Public on-site of the library's collections is allowed. Staff assistance may be limited due to priority service to Savannah District personnel.

(2) Access to specific collections may be afforded to other individuals connected with private firms, societies, or organizations. Prior notice of needs will produce faster information service.

6. Reference Service.

a. General. Local collections will be used to the maximum extent to furnish needed information.

b. Automated Catalog. An automated catalog arranged by author, title and subject furnishes and index to the library's cataloged collections.

c. Computer Services. The library has access to numerous on-line data bases which can furnish bibliographic information on practically any subject. If local collections are not adequate, the staff will attempt to borrow materials from other sources.

7. Circulation.

a. Loans. Most library materials may be charged out on loan to District personnel. No due-date is imposed; however, the library may recall any materials to fill requests. Library materials are assigned only to individuals. The person assigned an item is responsible for its safekeeping and return to the library.

b. Interlibrary Loans. If materials needed are not available in the Technical Library, the library staff will obtain them from another information source. Limitations regarding copyright, cost, and regulations of the lending institution may occasionally be encountered.

8. Bibliographic Information.

a. Subject bibliographies can be prepared locally or obtained through on-line computer services.

b. Special bibliographies can be obtained by the library from other agencies such as the Defense Technical Information Center and the national Technical Information Service.

9. Selection and Acquisition of Library Materials.

a. Suggestions for improvement of the library's collection are encouraged. Materials purchased must support the mission of the Savannah District.

b. Requests for purchase should be submitted to the District Librarian for approval.

10. Orientation. The library staff will discuss resources, facilities, services and policies at any time. Field office employees are encouraged to visit the library or call the librarian concerning service.

11. Collections.

a. Reference. These items are intended for use in the library. They usually yield factual information. These include indexes, bibliographies, technical dictionaries and encyclopedias, handbooks, almanacs and related information

resources. These items can be borrowed for a short period of time.

b. Circulation Collection. The majority of items are contained in this area which has unrestricted access. Items can be easily located by consulting the electronic catalog and may be charged out.

c. Periodicals. A list of periodicals subscribed to by the library can be provided as needed. Current periodicals that are maintained in the library are displayed or stored in easily accessible areas.

d. Commercial/Military Standards and Specifications. The library maintains an extensive collection of commercial and military standards and specifications. These are on CD-ROM and microfilm. A reader/printer can be produce hard copy from both.

e. Government Documents. The Congressional record, Federal Register, Congressional documents pertaining to Corps of Engineers related activities and publications of various Federal and State agencies are available.

f. Microforms. Some technical reports, selected documents, and older issues of periodicals are kept in microform. Readers and printers are available for 35 mm and 16 mm microfilm and microfiche.

g. Regulations. The library maintains an extensive collection of Army, Engineer, Division, and District Regulations. Related pamphlets and circulars are also file.

12. Care of Library Materials. All materials acquired through the library are property of the United States Government. The individual to whom they are charged is responsible for safeguarding them. Employees must return materials to the Technical Library when requested or upon leaving the employment of the Savannah District.

13. Gifts. Donations of library materials such as books, periodicals, pamphlets, and documents are welcome. Each item will be evaluated for usefulness. The library may dispose of or add material to the collection as necessary.

GRANT M. SMITH
COL, EN
Commanding

DISTRIBUTION C&D
Plus: CESAS-IM-PL (5)
CESAS-IM-PR (5)